

# **Woodthorpe J.I. School**

## **Acceptable Use of School Digital Technology and the Internet Policy for Children**

This policy outlines the acceptable use of new and emerging technologies by children at Woodthorpe J.I. School. It forms part of our schools E-Safety policy and conforms to the Birmingham LA acceptable use of ICT policy.

We have access to the Internet in the computer suite and all classrooms. The Internet is a powerful educational resource that, when used creatively and constructively, can enhance and extend children's learning by providing quick and easy access to a world wide wealth of reference material and interactive experiences.

### **Internet access in school**

The Internet is accessed in school through a smoothwall proxy, managed by Bishop Challoner Catholic College. This system is intended to prevent access to material deemed as being inappropriate for children

Parents' attention will be drawn to the Policy by letter in the first instance and, thereafter, in our school prospectus. Our school Acceptable Use policy for Children will be available for parents and others to read.

### **Ensuring Internet access is appropriate and safe**

To ensure that pupils at Woodthorpe are only exposed to relevant and appropriate educational material all Internet and e-mail is filtered by a smoothwall proxy, managed by Bishop Challoner Catholic College. This portal utilises a 'firewall' which acts as a filtering system thus only allowing access to age-appropriate material and maintaining educational integrity.

All pupils Internet access is carried out under staff supervision. Not only does this ensure continuity of access via the filter but it also ensures that the Internet is only used to support teaching and learning in line with the school's agreed plans for the delivery of the National Curriculum.

The following key measures have been discussed with, and agreed by, all staff.

- Children using the Internet will be working in the ICT suite during lesson time and will be supervised by an adult at all times
- Staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils
- Staff will advise pupils of websites suitable for their own research
- Pupils will be taught to use e-mail and internet responsibly using our E-Safety scheme
- The class teacher will ensure regular checks are made on files and websites visited to monitor the files accessed on the Internet
- The Head Teacher will ensure that the policy is implemented effectively.

## **Teaching pupils to evaluate Internet Content**

**It is a sad fact that pupils may occasionally be confronted with inappropriate material, despite all attempts at filtering. Pupils will be taught what to do if they experience material that they find distrustful, uncomfortable or threatening.**

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the teacher/ICT technician or Head Teacher for inclusion in the list of blocked sites
- School should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law
- Software from CEOP, Hector the Protector, is installed upon the school system. If children see inappropriate content, they can click this and it locks down the computer thus preventing other children from seeing the content. This can then only be unlocked by a teacher who will be able to report the content for blocking or reporting to Bishop Challoner Catholic College / Leadership Team / DSL.

## **Using e-mail**

**Pupils will learn how to use an e-mail application and be taught e-mail conventions. Staff and pupils will use e-mail to communicate with others, to request and share information**

- Pupils may send e-mail as part of planned lessons
- Children will have the e-mail messages they compose checked by a member of staff before sending them

## **Mobile Technology**

Pupils will not use their mobile phones or other devices to bully others.

Pupils' mobile phones must be signed in and out of the school office daily. Pupils must give their phones into the office when they enter school premises.

## **iPad / Tablet Use**

The school iPads have a browser installed by Policy Central / Future Digital. This enabled browser ensures that the children are safeguarded against any inappropriate material. Each iPad is assigned to a specific child in the class. This type of technology can be used across the entire curriculum to support learning.

## **Using the Internet to enhance learning**

Pupils will learn how to use a web browser. Older pupils will be taught to use suitable web search engines. Staff and pupils will use the Internet to find and evaluate information. Access to the internet will become a planned part of the curriculum that will enrich and extend learning activities and will be integrated into the school schemes of work.

Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use

Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils

Staff should guide pupils in on-line activities that will support the learning outcomes planned for pupils' age and maturity

Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Different ways of accessing information from the internet will be used depending upon the nature of the material being accessed and the age of the pupils

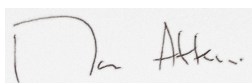
- Access to the Internet may be by teacher (or sometimes other adult) demonstration. Pupils may access teacher-prepared materials rather than the open Internet
- Pupils may be given a suitable web page or a single web site to access
- Pupils may be provided with lists of relevant and suitable web sites which they may access
- Older more experienced pupils may be allowed to undertake their own internet search having agreed a search plan with the teacher
- Pupils accessing the Internet will be supervised by an adult, normally a teacher at all times.
- Class blog sites are used as a centralised and familiar hub for the children to navigate to.

### **The Rights of Every Child**

Woodthorpe JI School uses the U.N. Convention of the Rights of the Child to ensure that every policy supports the improvement of life chances for children.

This policy will be reviewed annually.

Signed:



Approved: June 2019

Review: June 2020

## **Woodthorpe J.I. School Acceptable Internet Use**

**These rules help us to be fair to others and keep everyone safe.**

- **I will ask permission before using the Internet.**
- **I will use only my own network login and password, which is secret.**
- **I will only look at or delete my own files.**
- **I understand that I must not bring software or memory pens into school without permission.**
- **I will not use my home e-mail in school. I will only use the e-mail system provided by school.**
- **I will only e-mail people I know, or my teacher has approved.**
- **The messages I send will be polite and sensible.**
- **I understand that I must never give my home address or phone number, or arrange to meet someone.**
- **I will not open an e-mail or an e-mail attachment sent by someone I do not know.**
- **I will not use Internet chat rooms or social networking sites e.g. Facebook.**
- **I will tell a teacher immediately if I see anything I am unhappy with or I receive messages I do not like. This includes bullying on the Internet.**
- **I understand that the school may check my computer files and the Internet sites I visit.**
- **I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.**
- **If school finds out about me using the internet in an unacceptable way at home, I understand that action may be taken to stop this.**
- **If I need to bring my mobile phone into school, I will hand it in to the office as soon as I enter the school grounds and collect it at the end of the day.**
- **I will not use my mobile phone or other devices to bully others (This means in and outside of school).**
- **I will not bring gaming devices into school unless asked to do so by my teacher.**

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Signed:

**Parent/Carer**

I agree that my child \_\_\_\_\_ will abide by the above rules and will support her/him in doing so.

Signed: